

Luther Burbank Art & Garden Center

Closing the Center

These Procedures Apply to EVERYONE Using the Center

Checklist Procedures When Closing the Kitchen

- ◆ Remove all foodstuffs from the refrigerators and wipe the refrigerators clean.
- ◆ Turn off all stove burners and ovens and wipe the stoves clean.
- ◆ Empty out ALL garbage in the garbage cans into the dumpster (located at the back of the parking lot in its enclosure).
- ◆ Install new garbage can liners into garbage cans. Liners are located in the drawer next to the garbage cans.
- ◆ Place all recycle material into the blue cans in the parking lot. Put NO garbage in the recycle cans.
- ◆ Remove coffee grounds from the coffee makers. Make sure the basket and spindle remain in the coffee pot after it is cleaned.
- ◆ Wash counter tops and cabinets – sponges are under the sink.
- ◆ Sweep and mop floor. Brooms and mops are in the storage room.

Checklist Procedures When Closing the Hall and Patio

- ◆ Sweep the Hall. Broom is in the corner in the back of the Storage Room.
- ◆ Remove ALL decorations in the Hall and Patio.
- ◆ Place all chairs in their proper location, stacked appropriately in the Storage Room.
- ◆ Wash and place all tables where they are kept. Schematic of the Hall is located immediately inside the Storage Room door. LIFT tables, DO NOT drag them.
- ◆ Close all blinds.
- ◆ Lock all windows and doors, including patio doors.
- ◆ Turn off all lights, fans, thermostat and sound system, if used.
- ◆ Try all outside doors to make sure they are locked.

Renters will be charged (minimum of \$100.00) for not following these procedures.